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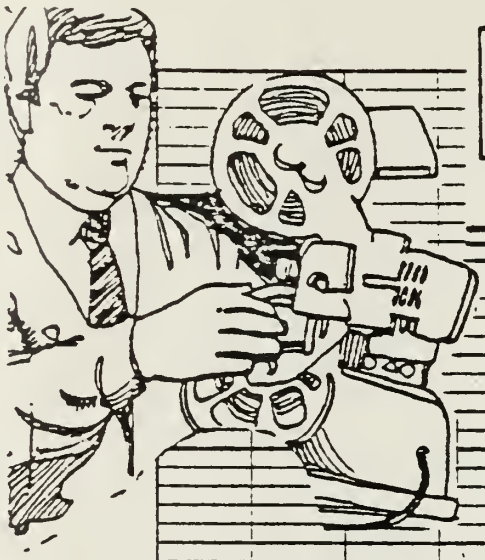


EDUCATION

YOUR KEY TO A MORE SECURE FUTURE

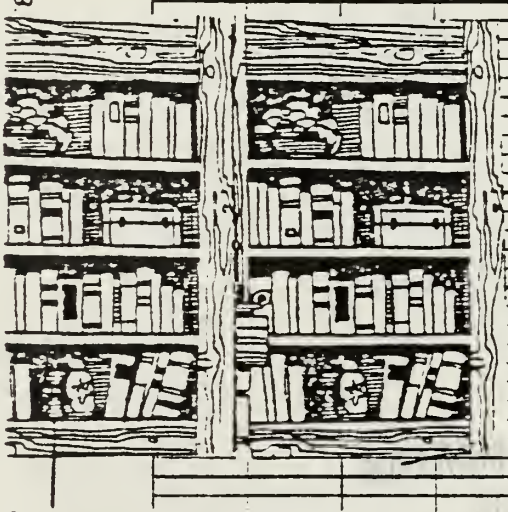
USER'S GUIDE

To The

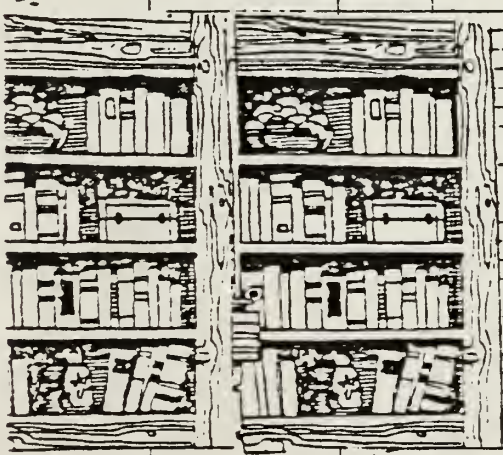
MASSACHUSETTS

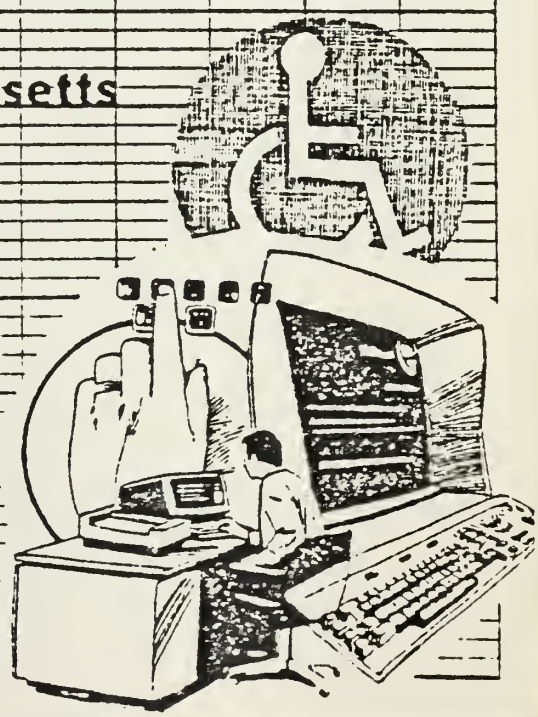
REHABILITATION COMMISSION

LIBRARY



Boston, Massachusetts





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MASSACHUSETTS REHABILITATION COMMISSION

LIBRARY

20 Park Plaza, Room 331
Boston, MA 02116

(617) 727-1140

VOICE and TDD

GENERAL OVERVIEW

The Massachusetts Rehabilitation Commission Library has served its agency staff and the rehabilitation community since 1963 when it was established as a special resource center for publications dealing with handicapped persons. It provides an organized collection of selected literature available to those interested in the field of vocational rehabilitation. The collection is composed of:

.Books	.Audio tapes	.Reference guides
.Journals	.Research reports	.Directories
.Films	.Technical reports	.Monographs

The library provides specialized information about the disabled which is not readily available anywhere else in the New England area.

Although the Commission deals with all types of disabilities the library does not attempt to offer definitive medical information which can be obtained at medical libraries.

WHO MAY USE IT?

The MRC Library allows easy access to a large variety of literature in the field of vocational rehabilitation for:

.Agency administrators	.Other government agencies
.Disabled individuals	.Rehabilitation instructors
.Employers of the handicapped	.Researchers in rehabilitation
.Health care providers	.Students
.Hospital staff	.Voc. rehab counselors

HOURS OF OPERATION

The library is open every Monday to Friday from 8:00 a.m. to 4:00 p.m. It is closed on all legal holidays in compliance with state agency policy. This includes March 17 (Evacuation Day) and June 17 (Bunker Hill Day) which are celebrated in Boston.

LOCATION OF THE LIBRARY

The library can be reached by public transportation on the Green Line (MBTA), getting off at the Arlington Street Station. The library is located on the third floor of the Statler Office Building at the other end of the Park Plaza Hotel in Park Square, Boston. Take the elevator to the third floor and go to the left of the center section. The library is in Room 331.

LAYOUT OF THE LIBRARY

Just inside the door of the library to the right you will see the card catalog which is filed by author, title and subject. Check the catalog classification number to locate material in the library. The metal file box next to the card catalog contains a selected index of articles classified by subject found in the various journals. Back issues of rehabilitation journals occupy the center section of the library. Some journals have been bound and are located to the right of the center section.

An alphabetical list of subjects is located on the wall by the front door. The classification system used here applies to both the hard bound books and the extensive collection of other publications contained in the file drawers located against the wall on the left. Current copies of periodicals are placed in a special "A" shaped reading rack diagonally across the room from the door.

The men's room is located behind the panels under the lobby clock and the ladies room to the left of the clock down the hall. Keys to these facilities can be obtained at the front desk of the library.

DESCRIPTION OF THE COLLECTION

The library contains a highly specialized collection of materials dealing with vocational rehabilitation in all its various aspects from accessibility to work adjustment. The library also subscribes to over seventy periodicals from Accent on Living to Vocational Guidance Quarterly including back issues of these journals. A complete list of all periodicals is available upon request.

USE OF THE COLLECTION

All items which have a book card attached can circulate. This does not apply to journals which remain within the library at all times. Reference material such as federal documents, agency policy and procedures manual and other similar items, generally classified in the 900 series, also do not leave the library. Consult a library staff person for access to national research and demonstration project reports.

REGISTRATION

All circulating library material must be charged out by a staff person. In some cases books and other library items may be mailed out upon request. Students or other individuals borrowing material for the first time must fill out a registration card and provide identification. Students may use school ID while others may show a business card, driver's license, agency ID card or company letterhead.

BORROWING POLICY

M.R.C. staff may borrow items for a period of three weeks while non-M.R.C. personnel are allowed two weeks. Should a longer period of time be necessary the borrower can contact the library by calling 727-1140 to request an extension. Renewal for staff personnel is generally granted for two weeks; for non-staff, one week. All borrowers are fully responsible for books or other material belonging to the library that are lost and are required to pay their replacemen cost. If necessary, books may be returned by mail at the current book postage rate. Use first class mail if the material is overdue. A limit of five publications may be borrowed.

Audio tapes may be borrowed but the library does not provide the necessary equipment to run the tapes. A complete list of tapes is available upon request.

PHOTOCOPY SERVICE

The library has two copying machines for the use by its own personnel and others. Frequent requests are received by mail from agency staff for copies of articles appearing in certain journals. These articles are found, copied and mailed out at no cost. There is a charge of 3¢ per page for photocopying by non-M.R.C. staff personnel or $5 per yea with no limit on the number of pages copied. Copywright laws are strictly enforced so that no journal or other publication may be copied completely.

FILMED COLLECTION

The library will lend films to its own agency personnel and members of the rehabilitation community for showing without charge. Borrower should have access to a 16mm sound projector and the services of a competent operator to run the projector. A list of films in the library with a brief description of each one week in advance. Films may be previewed in the Audio Visual Department of MRC by calling 727-6936 for an appointment. Films must be returned to the library as soon as possible following the showing. The library should be informed of any damage to the film so it can be repaired before being loaned out again. Non-MRC staff must accept financial responsibility for damage or loss of a film while it is in their possession.

SPECIAL CONSIDERATIONS

Eating, drinking or smoking are not permitted in the library.

All journals, books, and other material used in the library should be left on the reading table and not placed on the shelves, rack or file drawers.

Students are not permitted to borrow material from the library between the months of April and May, November and December.

Deaf users can communicate with the library by calling 727-1140 on the TDD.